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POLICY MEMORANDUM – KY-EFAP-PM-05-02

TO: Food Bank Administrators

FROM: Teresa Ulery, Director
Division of Food Distribution

DATE: August 22 2005

SUBJECT: Changes to Current Program

This Policy Memorandum is intended to address the issue of proof of residency pertaining to The Emergency Food Assistance Program (TEFAP).

Effective immediately proof of residency can be required from potential clients at agencies required to maintain the Commodity Application Register (KY-FD-30-FB). Examples of verification can be, but not limited to, drivers license, utility bill, bank statement or Social Security award letter. However, one form of verification will not be required over another. The purpose of this change is to allow local agencies to verify that potential clients reside in the area served by thst agency.

Also, the enclosed KY-FD-30-FB has been revised as a result of this change. You will note the second sentence in column 4 now reads: I also certify that, as of today, my household resides in the geographic area served by this Kentucky Emergency Food Assistance Program agency as determined by the administrating Food Bank and that I have not previously participated in the Program this month. The updated KY-FD-30-FB is also on the web site along with Section 4 on a single page.

These changes, along with the updated non-discrimination statement discussed in Policy Memorandum –KY-EFAP-PM-05-01, must be included in the current agreements with your local agencies and will be verified during your next Administrative Food Bank Review.

Should you have any questions or concerns regarding this memorandum, do not hesitate to contact Bill Wilson at 502-573-0298 ext. 258 or me at ext. 261.